

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of the Attorney General



ASSISTANT DEPUTY ATTORNEY GENERAL
Civil Litigation Division

Vacancy Announcement #16-014

Salary Range: \$112,547 – \$158,000 (LX-02 Band) *

The Office of the Attorney General for the District of Columbia seeks candidates for the position of Assistant Deputy Attorney General in the Civil Litigation Division. Together, the Deputy Attorney General and the Assistant Deputy Attorney General for the Civil Litigation Division oversee the management and operations of a Division comprised of approximately 25 attorneys and 9 paraprofessional staff in three Sections, each of which is managed by a Section Chief who oversees the day-to-day operations on his or her Section.

The Civil Litigation Division's three Sections handle a significant portion of the defensive litigation on behalf of the District government, and represent the District of Columbia, its agencies and employees in civil lawsuits, both jury and non-jury, filed in the federal and local courts. Its cases range from simple slip and fall and auto accident claims to extremely serious lawsuits, such as medical malpractice resulting in quadriplegia and brain damage. The Division also handles constitutional challenges to government actions; civil rights actions under 42 U.S.C. § 1983 arising from alleged police misconduct, as well as related common law claims of false arrest and excessive force; civil rights cases brought by employees and others under Title VII of the 1964 Civil Rights Act (as amended), the Americans with Disabilities Act, and other federal and local anti-discrimination laws; cases seeking attorneys' fees and review of hearing officers' decisions under the Individuals with Disabilities in Education Act; and cases seeking enforcement under the Freedom of Information Act.

The Assistant Deputy assists in the supervision of all work conducted throughout the Division, including: (1) assisting in the direct supervision of the Section Chiefs, and the indirect supervision of attorneys and support staff personnel; (2) assisting the Section Chiefs as needed in the day-to-day operations of the Sections; (3) establishing policies and procedures for the Sections and the Division, as well as advising the Attorney General and other government officials regarding litigation and case strategy; (4) serving as a backup supervisor for the Division's attorneys in the absence of the Section Chief; (5) providing training and other support

for the Section Chiefs and attorneys; (6) reviewing and evaluating major cases and making settlement recommendations or authorizing settlements; (7) preparing contingent liability and other reports; (8) meeting with and advising high-level government officials, including members of the DC Council and their staff; (9) serving as part of OAG's management team on various agency-wide issues, including participation in agency committees; and (10) assisting the Deputy with the day-to-day operation of the Division, including preparing performance management evaluations.

The successful candidate for this position must have a JD degree, supervisory experience, strong interpersonal skills, and effective oral and written communication skills. The candidate must also possess strong managerial and organization skills, substantive knowledge of the practice areas in the Division and substantial litigation experience.

If interested in this position, please submit a cover letter which specifically addresses relevant experience, a resume, writing sample, and list of three references electronically to oag.recruitmentattorney@dc.gov, or by mail to: Arlyntha Love, Office of the Attorney General for the District of Columbia, 441 Fourth Street, N.W., Suite 1100 South, Washington, DC 20001.

Closing Date: January 29, 2016.

Please include the vacancy announcement number in your cover letter.

*** Salary in this range is based on a multitude of factors including applicable rules, regulations and guidelines.**

NOTICE OF NON-DISCRIMINATION

In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code § 2-1401.01 et seq., the District of Columbia does not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, genetic information, matriculation, political affiliation, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the act. Discrimination in violation of the Act will not be tolerated. Violators will be subjected to disciplinary action.